

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
EXA <u>g</u> 14 SEP 1987		
DDA/Registry		
cc: D/OF for info. <u>Done</u> D/OP for info. <u>MER 9/14/87</u>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.  
1 FEB 56 241REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

OS REGISTRY
16 SEP 1987

ER-3216X-87

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDO		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
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SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

STAT

Executive Secretary

10 Sept '87

Date

3637 (10-81)



U.S. Department of Justice

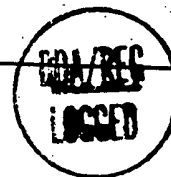
Executive Registry

87-3216X

Federal Bureau of Investigation

Washington, D.C. 20535

BY COURIER



Date: September 3, 1987

To: Executive Secretary  
Personnel Security Committee  
Central Intelligence Agency  
Washington, D.C.

From: *[Signature]*  
Gary L. Stoops  
Security Programs Manager  
Federal Bureau of Investigation

Subject: FOREIGN TRAVEL REPORTING SURVEY

Enclosed find a copy of a survey which sets forth the foreign travel reporting requirements of FBI employees. In addition, sample communications are included, plus the actual regulation which states the formal policy.

Enclosure (3)



Bicentennial of the United States Constitution (1787-1987)

# FOREIGN TRAVEL REPORTING SURVEY

Where responses require narrative comments, please attach papers with responses keyed to the numbered items below. Lines are provided below where short answers are likely to suffice. Please do not feel limited by the questions - further exposition, explanation, suggestion or other comments are welcome. We are searching not only for good techniques but also for basic elements, constraints, limitations, applications, and problems agencies might encounter in complying with the President's Report requirement.

1. Do you require reporting by all accessed employees:
 

of <u>all</u> foreign travel?	<u>Yes</u>
in advance of travel?	<u>Yes</u>
mandatory?	<u>Yes</u>
2. If not, what are the exceptions and why? Do you require reporting only by those with access to Sensitive Compartmented Information as required by DCID 1/20? No
3. What is the regulatory basis for your reporting requirement? Please attach copy (if other than DCID 1/20).  
FBI Manual of Administrative Operations 9-6.1.7. (Attached) "A"
4. How are employees advised of their obligation to report?  
Entry on Duty Briefing; Yearly Security Awareness Briefing; Handbook with regulatory support a service employees
5. From your experience, can you suggest any regulatory or procedural areas which should be given particular attention to ensure compliance? More frequent briefing reminders particularly in the field offices.
6. Are employees overseas treated differently in any essential ways than those in U.S.? No If so, why?
7. What is vehicle for reporting? Memo? Form?  
Please attach copies or exemplar.  
See Attached "B"
8. What information is reported?  
See number 7
9. Who reviews the report? (supervisor? security professional? counterintelligence officer? security education officer?) Who has final approval authority? (Counterintelligence officer in some instances) Supervisor - Security Professional - Security Programs Manager
10. What is response of security or other authority? Is employee advised of permission to travel? Is employee briefed on: how to act in denied areas? Yes Harassments and provocations? Yes General travel advice? Yes Risk of Capture? Yes Counterterrorism? Yes Personal protection? Yes Other? All relevant data

- See attachment "C" Re travel to hostile countries
- Policy to be proposed to have employees briefed as per number 10 for ALL foreign travel - not limited to hostile countries

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11. Where is the report filed? Is it kept with other security and counterintelligence related files? Is it made available to other agencies conducting a National Agency Check? How long is it kept? - Foreign travel control file and employee personnel file

12. Is it reviewed in the event of periodic reinvestigation or other security incident or review? - No, - Term of employment/statutory retention period

Yes  
13. Listed below are some possible elements all programs should contain. Please indicate in margin below your agreement or disagreement - (please explain any "disagrees"). Your responses are for our guidance only - not an official position. Please add any comments as you like or suggest other elements you believe should be basic to all programs:

- a. All accessed employees report - Yes
- b. Reporting done in advance - Yes
- c. All travel is reported - Yes
- d. Reports go to professional security official or counterintelligence official for review - Yes
- e. Reports stored in such a manner that they are available for review on occasion of all security actions (reinvestigation, NAC, change of clearance status, incident, etc.) - Yes
- f. All accessed employees receive foreign travel security awareness briefing as part of regular security awareness program and/or an annual reminder of the reporting requirement. - Yes
- g. Employees contemplating travel to hostile areas receive comprehensive defensive briefing for the specific area of intended travel as close as possible to such travel but no longer than one year prior to each trip. - Yes
- h. Employees required to report noteworthy incidents to U.S. Consul, Attache, RSO or post Duty Officer in country of travel and to security official upon return. - Yes

YOUR ASSISTANCE IS VERY MUCH APPRECIATED  
PLEASE RETURN SURVEY TO

EXECUTIVE SECRETARY, PERSONNEL SECURITY COMMITTEE,  
CIA, WASHINGTON, D.C. 20505

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"A"

9-6.1.7

Travel Outside the United States and its Possessions

(1) FBI personnel should notify the Security Programs Unit, FBIHQ, and the Field Office Security Officer if the traveler is assigned to a field office, 30 days prior to the intended departure date, if possible, if the travel is unofficial and is outside the United States and/or its possessions. Whenever 30 days' notice is impossible, the notification should be made as soon as practicable.

(2) If the intended travel is to a specified hazardous country [see Foreign Counterintelligence Manual, Part III, 1-1], the employee must be afforded a hostile intelligence threat briefing by the appropriate Security Officer to include, but not limited to, the following information:

(a) Employee is to be advised of recruitment approaches utilized by hostile intelligence services;

(b) Employee is to be instructed to immediately contact the nearest U.S. Consulate, Attache or Embassy, if detained or subjected to significant harassment or provocation while traveling;

(c) Employee is also to be instructed not to disclose nature of employment;

(d) Employee will be debriefed by the appropriate Security Officer upon return to his/her office of assignment;

(e) That if a substantial objective basis exists, the employee will be requested to submit to a polygraph examination pertaining to counterintelligence issues, in accordance with the Manual of Investigative Operations and Guidelines, Part II, 13-22.13.1.

(3) FBIHQ is to be advised of the briefing date, identity of briefing official, and that the employee has agreed to the provisions set forth in (2), *supra*. When the travel has been completed and the employee has returned to duty, the field office is to advise FBIHQ of the debriefing date, identity of debriefer and any information concerning recruitment approaches, harassment or provocation experienced while in a travel status.

(4) Employees assigned to the Canadian and Mexican border offices, namely, Albany, Anchorage, Boston, Buffalo, Butte, Detroit, Minneapolis and Seattle, in the case of Canada; and Albuquerque, El Paso, Phoenix, San Antonio and San Diego, with respect to Mexico, are exempt from these reporting requirements when traveling to the respective bordering country.

INFORMATION FOR  
FOREIGN TRAVEL

"B"

1. OFFICIAL BUREAU NAME: [REDACTED]
2. TITLE SPECIAL AGENT
3. GRADE 12
4. PRIMARY JOB RESPONSIBILITY Investigative Agent
5. LEVEL OF CLEARANCES No SCI
6. NAMES OF INDIVIDUALS WITH WHOM THE EMPLOYEE WILL BE TRAVELING. (INDICATE IF ANY ARE FOREIGN NATIONALS)  
[REDACTED]
7. PROPOSED ITINERARY:  
[REDACTED]
8. MODE OF TRAVEL  
[REDACTED]
9. NAMES AND ADDRESSES OF RELATIVES OR FRIENDS, WHO WILL BE VISITED.  
[REDACTED]
10. IS EMPLOYEE A NATURALIZED CITIZEN AND WILL EMPLOYEE BE VISITING COUNTRY OF BIRTH?  
[REDACTED]
11. OTHER INFORMATION THAT MAY BE PERTINENT.

[REDACTED]

[REDACTED]

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TRANSMIT VIA:

AIRTEL

CLASSIFICATION:

CONFIDENTIAL

DATE:

(a)

FROM:

Director, FBI

TO:

SAC, (b)  
Attn: Security Officer

FOREIGN TRAVEL

(c)

This communication is unclassified in its entirety unless otherwise indicated.

Reference (d) \_\_\_\_\_, to Director, FBI, dated (e) \_\_\_\_\_.

By referenced communication, (f) \_\_\_\_\_ advised FBIHQ of intended foreign travel by (g) \_\_\_\_\_ to (h) \_\_\_\_\_ on (i) \_\_\_\_\_ (j) \_\_\_\_\_ does not have a Sensitive Compartmented Information clearance. (C)

FBIHQ has no objection to the foreign travel as indicated above contingent upon the following:

- (1) That the employee is afforded a hostile intelligence threat briefing by the Division Security Officer (DSO) to ensure that the employee is cognizant of recruitment approaches utilized by hostile intelligence services;
- (2) That the employee is advised to immediately contact the nearest United States Consulate, Attache or Embassy if he/she is detained or subjected to significant harassment or provocation while traveling;

Classified by 7635  
Declassify on: OADR

CONFIDENTIAL



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**Airtel to SAC, \_\_\_\_\_**  
**Attn: Security Officer**  
**Re: Foreign Travel**

- (3) That the employee does not disclose his/her FBI employment;
- (4) That the employee is debriefed by the DSO upon return to his/her office of assignment; and
- (5) That, upon return to the United States and if a substantial objective basis exists, the employee would consent to a polygraph examination pertaining to counterintelligence issues in accordance with the Manual of Investigative Operations and Guidelines, Part II, Section 13-22.13.1. (C)

(o) \_\_\_\_\_ is to advise FBIHQ of the briefing date, identity of briefing official and that the employee has agreed to the provisions set forth above pertaining to the travel. In addition, when the employee has completed his/her travel and returned to duty, advise FBIHQ of debriefing date, identity of debriefer and any information concerning recruitment approaches, harassment or provocation experienced by the employee. (C)

Any question concerning this matter should be directed to the Security Programs Unit, FBIHQ, Room 5432, telephone number 324-3585.

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